

ATTACHMENT #6

HUD
REPRESENTATIVE'S
TRIP REPORT
(MULTIFAMILY)
FORM HUD-95379

Blank Trip Report Form

**HUD Representative's
Trip Report (Multifamily)**

**U.S. Department of Housing
and Urban Development
Office of Multifamily Housing**

Project Name:		Project No:	Schedule Progress:	Actual Progress:	Date of Visit:
No. of Buildings:	No. Dwelling Units:	Locality:	Contractor:		

A. Evaluation: Details - Concerning:

- | | |
|--|--|
| 1. Contractor's organization, operations and supervision, disputes, etc. | 4. Non-compliance in the work |
| 2. Architect's supervision and services | 5. Payments to the contract; Labor and EEO Provisions. |
| 3. Special circumstances, occupancy, delays, claims | |

Inspections: _____ performed of _____ authorized

Property Address: _____

Construction Start Date: _____ Construction Completion Date: _____

Weather Conditions: _____

Purpose of Inspection: _____

Date of Next Inspection: _____

Present for Inspection: _____

1. Contractor's organization, operations and supervision, disputes, etc.:

2. Architect's supervision services:

3. Special circumstances, occupancy, delays, claims:

4. Non-compliance in the work:

5. Payments to the contractor, labor and EEO provisions:

B. All items must be covered in this report and all adverse findings shall be discussed with Project Superintendent and Supervisory Architect.

C. Trip Included Examination of			Dwelling Units in Bldgs. Nos:	
D. Arrived: (date)	(hour)	Departed: (date)	(hour)	
Report No:	Name & Signature of HUD Inspector:		Name & Signature of Contract Manager	
Date:	X		X	

FORM HUD-95379 - HUD REPRESENTATIVE'S TRIP REPORT
(MULTIFAMILY)
(CONTRACTED INSPECTION REPORT)

PURPOSE: Form HUD-95379 is used for documenting job site visits, evaluation of multifamily project construction, and the Supervisory Architect's performance of duties.

PREPARED BY: Designated member of the Contract Inspector Staff, e.g., Inspector, Architect, Engineer, or Inspection Contract Manager (ICM), or other authorized contract inspection personnel.

NUMBER: Original and additional copies as necessary to meet distribution needs.

DISTRIBUTION: Original copies shall be forwarded to the HUD GTM and the HUD Construction Manager based on contract requirements. One copy shall be retained by the designated person who prepares the report. Additional copies shall be distributed as deemed necessary to the architect, owner, or builder, etc.

GENERAL INSTRUCTIONS: In narrative form give full and detailed information concerning each applicable item shown on the report with reference being made to the heading and item number and requirements of the Statement of Work. Positive as well as adverse information should be included. It is essential that the analysis of contract administration by the supervisory architect, builder's supervision of construction, and status of physical work be accurate, thorough, well considered and comprehensive. Additionally, photographs should be used to supplement comments to the maximum extent possible, especially when photographs will add to the understanding of adverse conditions.

PREPARATION: The Contract Inspector, or any other person visiting the site in an official capacity, such as Contract Manager, shall prepare a complete report on Form HUD-95379 for each visit to each project. Results of special assignments may also be reported on this form unless otherwise directed by the GTM or Construction Manager.

SPECIAL INSTRUCTIONS:

a. Heading. Applicable information and dates shall be entered in the spaces provided. Scheduled progress shall be from the Builder's Progress Schedule and actual progress shall be as estimated by the HUD Representative.

b. Part A. Evaluation - Details. Prior to beginning the five paragraph evaluation details, insert the following:

Inspections: ____ performed of ____ authorized (example: 3rd of 28)

Property Address: (provide actual street address or nearest intersection)

Construction Start Date: _____ Construction End Date: _____

Weather Conditions: _____

Purpose of Inspection: ____ (example: Progress or Draw or Additional) ____

Date of Next Inspection: ____ (date and time of next inspection) ____

Present for Inspection: ____ (name, organization, phone number of attendees) ____

Then, all five items under Part A must be answered. If more than one page is needed, each page shall be numbered, identified with the project name, and show the date of the visit. The HUD Representative's observations for each item shall be reported by entering the item number and title followed by a clear, concise statement as to:

Item 1: Builder's organization, operations and supervision, disputes, etc.: Facts should be entered under this item that pertains to the Builder's organization, operations and supervision. Observations in regard to the progress of the work, status of the work, trades and equipment working, storage of material, protection of material stored or installed, temporary job facilities and utilities, site housekeeping, job safety and security, and the quality of project supervision as to planning, direction, control, and coordination should be included. Any adverse observation(s) shall also be recorded with needed corrective action identified.

Item 2: Architect's supervision services: An evaluation of the Architect's performance should be provided here. Under the terms of the Owner-Architect Agreement, the Architect is to provide construction contract administration for

the Owner including on-site observation and other specific services. Comments on the Architect's compliance or non-compliance with the Agreement should be entered. The date of the Architect's latest site visit and any instructions to the Builder contained in the Architect's log/field reports shall be recorded. Field notes and any ASI's will be attached to the report.

Item 3: Special circumstances, occupancy, delays, claims: All details concerning special circumstances, occupancy, delays, claims, disputes, etc., should be entered here. Include information that pertains to inspection of the work or job site visits by others; premature occupancy, permission to occupy or occupancy permits; impact of potential and actual delays and their causes, such as strikes or unusual weather; potential change orders with an explanation of why changes are necessary; details of potential or actual disputes between builders, subcontractors, workmen, architect, owner or others; etc. Minimum entry should provide details of observations made to determine that no adverse conditions appear to be present; e.g., Discussions with ...; details of good progress and good working relationships observed; job site injuries; theft and vandalism; cited code violations; compliance with the plans and specifications; changes to plans and specifications (attach a copy of proposed Change Orders); Architect's Field Notes and ASI's received (attach a copy of each received); a running summary of all Change Orders approved and proposed to date with a brief explanation of the change and dollar amount or number of days; a running total of the number of ASI's to date, etc. This is also where Critical Phase Inspections are explained. For a Critical Phase Inspection the inspector shall include comments concerning the condition of construction and conformance with approved contract documents related to the critical phase being inspected, including all items for that critical phase listed below and any other observations relevant to the critical phase(s) being reported. The inspector shall also comment on the Architect's observations and/or oversight, or lack of observations, at each critical phase.

1. Building Pad Complete, Ready for Formwork
2. Formwork/Pre-Concrete Slab Pour (inspect immediately prior to concrete placement)
 - * Formwork
 - * Reinforcement or Post Tension Cables
 - * Under Slab Utilities
 - * Grade Beams
 - * Moisture Barrier
3. Pre-Sheetrock and Insulation (inspect all immediately prior to cover up)
 - * Framing
 - * Mechanical Rough-In
 - * Electrical Rough-In
 - * Plumbing Rough-In
 - * Roof Decking
4. Fire Walls
5. Roofing
 - * Covering
 - * Flashing
 - * Penetrations
6. Formwork/Pre-Pour of Concrete Site Paving and Curbs
 - * Formwork
 - * Reinforcement
 - * Compliance with UFAS, as applicable

Item 4: Non-compliance in the work: Observed non-compliances in the physical work with the drawings and specifications, or other failures of the Builder to perform in accordance with the provisions of the construction contract shall be detailed under this item and depicted in an attached photograph. When non-compliant issues are present, describe what actions the contractor or Architect proposes to take, to bring non-compliance items into compliance, and when such corrections should occur. All such observations noted must be accurately documented and followed-up during subsequent visits. Non-compliances must continue to be entered on subsequent reports until corrected and the method of correction recorded in the trip report immediately following the correction. Minimum entry should detail what was observed and/or who was contacted to determine that no non-compliance issues appeared to be present.

Item 5: Payments to the contractor, labor and EEO provisions: All facts in regard to payments to the Builder, labor and EEO provisions should be entered here. Actions such as the acceptance or modification of a request for payment, inventory of stored materials, wage interviews, or observations concerning display or failure to display wage decisions and EEO posters should be included. Any violations of the labor or EEO provisions of the contract that is observed shall be recorded. Labor Interviews should be conducted each visit with the HUD-11 attached to the report, or a full explanation of why the interview was not, or could not be conducted. If employees avoid being interviewed inform the Builder's superintendent of his/her responsibility to insure such interviews occur and record the discussion with the superintendent on the trip report.

Note: The entire narrative of the trip report should fall into the above five categories. Any special, unique, or unusual issues or comments should be addressed under paragraph 3 and not by adding additional paragraph(s).

- a. Parts B, C, D - The Parts are self-explanatory. Entries shall always be made in Parts C and D.
- b. The HUD Representative, or other official, visiting the site must date, print name and sign the report.
- c. Reports shall be numbered consecutively in the space provided at the bottom of the Form. If the report is other than a regular site visit, it shall be identified in this space as: Special, Final, Guarantee, etc.
- d. Reports shall be signed by the HUD Inspector who performs the inspection and reviewed for compliance with the SOW requirements and signed by the Contract Manager. If the Contract Manager or Alternate Contract Manager actually performs the inspection, the one who performs the inspection will sign as the HUD Inspector and the other will review the report and sign as the Contract Manager.

REPORT EVALUATION:

- a. The GTM (HUD Architect/Construction Analyst) and the HUD Construction Manager (CM) shall be responsible for the review and evaluation of each report submitted by the CI, and if the contents so indicate, initiate any appropriate actions necessary to assist with resolution of any required corrections.
- b. Through their review and comments back to the CI, the GTM and HUD CM shall take appropriate steps to ensure that each report is properly prepared, containing thorough, accurate, and well-considered information, fully supported by attached photographs and other specified documentation attached.